

file
28 July 72

[redacted]

STATINTL

Mr. [redacted] phoned to ask what an Archives
was.

(We think he is preparing for the Board
meeting.)

We furnished him the attached information
(via his secretary). We also referred him
to [redacted] the DDS/RMO who has their
Retention Plans that describes Archival
Records in its Part II.

[redacted]

STATINTL

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ARCHIVES PROGRAM

a. OBJECTIVE

A continuing Archives Program aims to identify and ensure the preservation of records of continuing value beyond their current administrative or operational use.

b. AUTHORITY

Federal Records Act of 1950, Public Law 754, 81st Congress, Chapter 849--2nd Session (44 USC 396(b)):

- (1) Section 506(a). "The head of each Federal agency shall cause to be made and preserved records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities."
- (2) Section 506(e). "The head of each Federal agency shall establish such safeguards against the removal or loss of records as he shall determine to be necessary and may be required by regulations (by the National Archives and Records Service, GSA). Such safeguards shall include making it known to all officials and employees of the agency (1) that no records in the custody of the agency are to be alienated or destroyed except in accordance with the provisions of the Act approved July 7, 1943 (57 Stat. 380-383), as amended July 6, 1945 (59 Stat. 434), and (2) the penalties provided by law for the unlawful removal or destruction of records."
- (3) Section 507(a). "The Administrator (of GSA) whenever it appears to him to be in the public interest, is hereby authorized--(1) to accept for deposit with the National Archives of the United States the records of any Federal agency or of the Congress of the United States that are determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government."

(Reference: U. S. Code Title 41, Chapter 101 - 11.4:
Disposition of Federal records.)

c. ARCHIVES DEFINED

The word "archives" has two meanings:

- (1) A place in which public records or other important documents are kept.
- (2) A valuable record or document being preserved or worthy of permanent preservation for reference and research purposes.

d. TYPES OF ARCHIVAL RECORDS

Retention Plan for Permanent Records

Part II

The types of records that document the mission, function, and organization of a component, and should be retained permanently, are listed under these four general categories:

- (1) Records of Executive Direction given the Component.
- (2) Records of Program Management by the Component.
- (3) Records and copies of Program Production by the Component.
- (4) Operational Records of the Component.